

# State of Montana Employee Safety Program Self-Assessment Report

*The State of Montana Employee Safety Program Self-Assessment Report was developed by the Department of Administration, Risk Management & Tort Defense Division to assist each agency to evaluate the effectiveness of its employee safety/loss control program in accordance with the Montana Safety Culture Act. The assessment will also be utilized by the Department of Administration and the State Compensation Insurance Fund to collect information on the effectiveness of state agency safety/loss control programs and to determine eligibility for participation in the Governor's Safety Awards Program. The report must be completed by each agency's Risk Management Advisory Committee member or agency head 'designee' in accordance with the attached instructions and submitted to the Risk Management and Tort Defense Division by May 15th of each fiscal year. The assessment may be certified (confirmed) through subsequent on-site inspection and evaluation at the discretion of the Risk Management & Tort Defense Division and the State Compensation Insurance Fund. Agencies with additional questions may contact the Risk Management & Tort Defense Division at (406) 444-2421.*

**Name of Agency:** \_\_\_\_\_ **Assessment Completed By :** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Assessment Certified By:** \_\_\_\_\_

<u><b>Elements of an Effective Safety/Loss Control Program</b></u>		<b>(0) Poor</b>	<b>(1) Fair</b>	<b>(2) Good</b>	<b>(3) Excellent</b>
1)	<b>Does your agency have fewer incurred workers' compensation losses or claims filed this fiscal year than the lowest of the prior three fiscal years?</b>				
2)	<b>Does your agency have fewer incurred automobile liability losses or claims filed this fiscal year than the lowest of the prior three fiscal years?</b>				
3)	<b>Does your agency have fewer incurred property losses or claims filed this fiscal year than the lowest of the prior three fiscal years?</b>				
4)	<b>Has your agency conducted an assessment of its existing safety/loss program by comparing what is already in place to the concepts and procedures discussed in the State of Montana, Employee Safety Program?</b>				
5)	<b>In accordance with ARM 24.30.2541, has your agency developed written procedures that assign authority, responsibility, and accountability as evidenced through:</b> <ul style="list-style-type: none"> <li>• a statement of management commitment from your agency head?</li> <li>• a statement of program organization that assigns authority, responsibility, and accountability throughout your agency?</li> <li>• written performance standards for supervisors?</li> </ul>				

6)	<p><b>In accordance with ARM 24.30.2541 through 24.30.2558, does your agency have an active safety committee:</b></p> <ul style="list-style-type: none"> <li>• composed of employee and employer representatives that meets every 4 months?</li> <li>• of sufficient size and number to provide for effective representation of the workforce?</li> <li>• that assists in assessing and controlling hazards, assessing safety training, communicating with employees regarding safety committee activities, developing policies and procedures, educating employees, evaluating the safety/loss control program, inspecting the workplace, keeping job training current, motivating employees to create a safety culture, and reviewing incidents of workplace or other accidents, injuries, or illnesses?</li> </ul>				
7)	<p><b>In accordance with ARM 24.30.2521, does your agency:</b></p> <ul style="list-style-type: none"> <li>• provide new employees with a general safety orientation containing information common to all employees and appropriate to agency operations and types of injuries experienced?</li> <li>• offer job or task specific training appropriate for employees before they perform that job or task without direct supervision?</li> <li>• offer continuing, regular, refresher training as often as is appropriate given the size of the agency and number of claims, but at least annually?</li> <li>• establish a system for employees to develop an appreciation of safety through tools such as newsletters, safety committee meetings, posters, and incentive programs?</li> <li>• conduct training when a new program is implemented, job assignments change, new substances, processes, procedures, or equipment are introduced, or when a new hazard is identified?</li> </ul>				
8)	<p><b>In accordance with ARM 24.30.2521, does your agency identify workplace and other exposure hazards by:</b></p> <ul style="list-style-type: none"> <li>• conducting formal planned inspections at least annually?</li> <li>• utilizing inspection checklists, surveys, job safety analysis, or equivalent?</li> <li>• developing written hazard reporting methods to assure documentation and timely reporting of the hazard?</li> <li>• conducting follow-up evaluations to assure that reported hazards are eliminated or reduced?</li> <li>• assuring employee participation in the process?</li> </ul>				

<p>9) <b>In accordance with ARM 24.30.2541, has your agency established written procedures for investigating and reporting all work-related and other incidents, injuries, illnesses, and unsafe conditions by:</b></p> <ul style="list-style-type: none"> <li>• developing policies and procedures for effective reporting of injuries and ‘near misses’ through provisions for timeliness, thorough investigation, remedial action, documentation, signature requirements, periodic evaluation, and follow-up by the safety committee?</li> <li>• developing an accident investigation form which identifies causative factors, preventative methods, and assures implementation of the policies and procedures?</li> <li>• assuring that the first report of injury is accurately completed and sent to the State Compensation Insurance Fund timely?</li> </ul>				
<p>10) <b>In accordance with ARM 24.30.2521, has your agency developed written procedures for recordkeeping which include documentation of:</b></p> <ul style="list-style-type: none"> <li>• date, time, location, and description of training, inspections, and correction actions?</li> <li>• a list of participants (i.e. inspectors, trainers, employees, etc.)?</li> <li>• a system for filing and retaining records for three years?</li> <li>• establishment and implementation of record keeping responsibilities?</li> </ul>				
<p>11) <b>Has your agency developed written, job specific, safety operating procedures for subsequent use in employee training that apply to:</b></p> <ul style="list-style-type: none"> <li>• general safety related topics which are general enough to apply to all employees?</li> <li>• job specific, safety operating procedures?</li> </ul>				
<p><b>Total Scores</b></p>				

See the attached instructions and scoring key, for more specific information on how to determine point allocations for each specific question and category.

<b><u>State of Program</u></b>	<b><u>Total Points Awarded</u></b>
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<b>(0)Poor</b>	-	<b>0 - 29 Points</b>
<b>(1)Fair</b>	-	<b>29 - 52 Points</b>
<b>(2)Good</b>	-	<b>52 - 77 Points</b>
<b>(3)Excellent</b>	-	<b>77 - 87 Points</b>

**ADDENDUM:**

In narrative form below, please provide a brief description of some of your agency’s achievements in the area of safety/loss control. For example, please mention any kind of safety training that your agency’s employees have attended, safety equipment that has been purchased, or other innovative and creative safety programs or processes that your agency has implemented (use additional sheets of paper as necessary).

